

UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

No. 116

Job Vacancy

December 22, 2006

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have and attach the required work and/or residency permits to be eligible for consideration.

OPEN TO:	All U.S. Citizens
POSITION:	RECEPTIONIST/CLERK TYPIST FSN-6; FP-8*
OPENING DATE:	Friday, December 22, 2006
CLOSING DATE:	Tuesday, January 9, 2007
WORK HOURS:	Full Time – 40 hours/week
SALARY:	*Not-Ordinarily Resident: FP-8 Ordinarily Resident: LCP/FSN-6 (Position Grade: FP-8 is confirmed by Washington)

The U.S. Embassy in Bogota is seeking an individual for the position of Receptionist in the Drug Enforcement Agency (DEA).

BASIC FUNCTION OF POSITION

The incumbent provides receptionist/clerk typist support of the DEA Bogota Resident Office. Incumbent provides receptionist, clerical, and administrative assistance to office staff. Receives visitors and telephone calls. Responds to routine inquiries or refers them to the appropriate individual.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of secondary school is required.
- b. Prior Work Experience: One year of clerical experience is required.
- c. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required. Level II (Limited Knowledge) Speaking/Reading Spanish is required.
- d. Knowledge: General knowledge of computer software (Word, Outlook, Excel, Access, and Power Point) is required.
- e. Skills and Abilities: Good organizational and secretarial skills are required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. **Current Locally Employed Staff (LES)** are not eligible to apply for jobs until they complete six months of service.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. **All applicants must be able to obtain a Secret clearance.** The mission of the Drug Enforcement Administration is to provide a drug free environment. Applicants, when applying for a position with DEA, must be aware of security clearance standards regarding any previous drug usage or experimentation. For further clarification/information, please contact the DEA Administrative Office.
5. Successful candidate must be able to complete a one year appointment.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>; or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM’s and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

SUBMIT APPLICATION TO

American Embassy Bogota
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees may submit the employment application to the Human Resources Office receptionist.
- Outside applicants may submit the employment application to the Embassy receptionist or mail to the address above, but application must arrive in the Embassy reception by the deadline. For timely receipt other options include FEDEX, DHL, etc.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or

establishment abroad with a U.S. Government agency that is under Chief of Mission authority;

- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: TUESDAY, JANUARY 9, 2007

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

